

Health and Wellbeing Board Terms of Reference

The Nottingham City Health and Wellbeing Board brings together key local leaders to improve the health and wellbeing of the population of Nottingham and reduce health inequalities through:

- Developing a shared understanding of the health and wellbeing needs of its communities from pre-birth to end of life including the health inequalities within and between communities
 - Providing system leadership to secure collaboration to meet these needs more effectively
 - Having strategic influence over commissioning decisions across health, public health and social care encouraging integration where appropriate
 - Recognising the impact of the wider determinants of health on health and wellbeing
 - Involving patient and service user representatives and councillors in commissioning decisions.
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- a) Publish and refresh the Joint Strategic Needs Assessment, including the Pharmaceutical Needs Assessment to provide an evidence base for future policy and commissioning decisions
 - b) Produce a Joint Health and Wellbeing Strategy to identify priorities and provide a strategic framework for future commissioning
 - c) Consider local commissioning plans to ensure that they are in line with the Joint Strategic Needs Assessment and Joint Health and Wellbeing Strategy; and specifically to consider the NHS Nottingham City Clinical Commissioning Group's commissioning plans to ensure that they are in line with the Joint Health and Wellbeing Strategy and to provide an opinion for publication
 - d) Liaise with NHS England as necessary on the NHS Nottingham City Clinical Commissioning Group's annual assessment
 - e) Encourage integrated working between health and social care commissioners including, where appropriate, supporting the development of arrangements for pooled budgets, joint commissioning and integrated delivery under Section 75 of the National Health Service Act 2006
 - f) Oversee the Better Care Fund¹
 - g) Encourage close working between health and social care commissioners and the Board itself

¹ Given that some members of the Board represent provider organisations, strategic funding decisions relating to the Better Care Fund are delegated to the Health and Wellbeing Board Commissioning Sub-Committee which is a commissioner-only body

- h) Encourage close working between health and social care commissioners and those responsible for the commissioning and delivery of services related to the wider determinants of health
- i) Establish one or more sub-committees to carry out any functions delegated to it by the Board
- j) Delegate any of its functions to an officer
- k) Establish one or more time limited task and finish groups to carry out work on behalf of the Board
- l) Carry out any other functions delegated to it by Nottingham City Council under Section 196(2) of the Health and Social Care Act 2012

In the interests of public accountability and transparency the Board is subject to the statutory overview and scrutiny function of Nottingham City Council. All Board partner organisations agree to provide information to; attend meetings of; and answer questions from the relevant City Council overview and scrutiny committee about the planning, provision and operation of services within their area as required by the committee to carry out its statutory scrutiny functions. Partners will not, however, be required to give:

- Confidential information which relates to and identifies an individual unless the information is disclosed in a form ensuring that individuals' identities cannot be ascertained, or an individual consents to disclosure;
- Any information, the disclosure of which is prohibited by or under any enactment;
- Any information, the disclosure of which would breach commercial confidentiality.

The committee will give reasonable notice of the request for information and/or attendance at a meeting.

Membership

Voting members

Nottingham City Council Portfolio Holder with a remit covering health

Nottingham City Council Portfolio Holder with a remit covering children's services

Two further City Councillors

Three representatives from NHS Nottingham City Clinical Commissioning Group's Governing Body

NHS Nottingham City Clinical Commissioning Group Chief Officer

Nottingham City Council Corporate Director for Children and Adults (Director of Children's Services vote)

Nottingham City Council Director of Adult Social Care (Director of Adult Social Services vote)

Nottingham City Council Director of Public Health

One representative of the Healthwatch Nottingham Board

One representative of NHS England

Non-voting members

One representative of Nottingham University Hospitals NHS Trust

One representative of Nottinghamshire Healthcare NHS Foundation Trust

One representative of Nottingham CityCare Partnership

One representative of Nottingham City Homes
One representative of Nottinghamshire Police
One representative of Department for Work and Pensions
One representative of Nottingham Universities
One representative of Nottinghamshire Fire and Rescue Service
Up to two individuals representing the interests of the Third Sector

Political proportionality does not apply to membership of the Board.

All members of the Board are accountable to the organisation/ sector which appointed them. Each member has a responsibility to communicate the Board's business through their respective organisation/ sector's own communication mechanisms.

Each Board member can nominate up to 3 substitutes and any one of those named substitutes can attend a Board meeting in their place. Substitutes must be from the same organisation/ sector as the Board member and be of sufficient seniority and empowered by the relevant organisation/ sector to represent its views; to contribute to decision making in line with the Board's Terms of Reference and to commit resources to the Board's business.

If a member of the Board misses 3 consecutive meetings without giving apologies, their continued membership of the Board will be reviewed with the organisation that they represent.

The Board may, with agreement of Nottingham City Council's Full Council, add additional voting or non-voting members to support effective delivery of its responsibilities.

Chairing

The Chair of the Board will be the Nottingham City Council Portfolio Holder with a remit covering health.

The Vice Chair of the Board is appointed by the Board and shall be one of the NHS Nottingham City Clinical Commissioning Group members.

Voting arrangements

It is expected that most decisions will be agreed by consensus but, where this is not the case, then only those members listed as voting members may vote. Voting on all issues will be by show of hands.

In Nottingham City Council, the statutory roles of Director of Children's Services and Director of Adult Social Services are held by the same post holder. Therefore the Director of Adult Social Services vote will be held by the City Council Director of Adult Social Care.

The Chair of the Board shall have a second or casting vote.

Meeting arrangements

The Board meets every other month. The Chair of the Board, in consultation with the Vice Chair, can convene special meetings of the Board as appropriate.

All business of the Board shall be conducted in public in accordance with Section 100A of the Local Government Act 1972 (as amended). When the Board considers exempt information and/or confidential information is provided to Board members in their capacity as members of the Board all Board members agree to respect the confidentiality of the information received and not disclose it to third parties unless required to do so by law or where there is a clear and over-riding public interest in doing so.

The quorum for meetings shall be three voting members and must include at least one Nottingham City Council councillor and one representative of the Clinical Commissioning Group.

Where a decision is required before the next Board meeting, the Chair may act on recommendations of officers in consultation with the Vice Chair through the following process:

- i. circulation of details of the proposed decision to all Board members for consultation; and
- ii. there being clear reasons why the decision could not have waited until the next full Board meeting

The decision will be recorded and reported to the next full Board meeting.

All voting members of the Board are governed by the Nottingham City Council Code of Conduct. In addition, all Board members may also be bound by a code of conduct/ professional standards of the organisation/ sector that they represent.